



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA

Santa Ana Division
411 West Fourth Street
Santa Ana, CA

Riverside Division
3420 Twelfth Street
Riverside, CA

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA

Northern Division
1415 State Street
Santa Barbara, CA

POSITION	POSITION OVERVIEW
PROCUREMENT ADMINISTRATOR (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The Procurement Administrator position is located in the Administrative Services Department within the Clerk's Office and reports to the Procurement Manager.</p> <p>The Procurement Administrator performs a variety of administrative, technical, and professional work that ensures that the Court has the materials, equipment, and services required to function optimally, including ensuring compliance the appropriate guidelines, policies, and internal controls. The Procurement Administrator performs specific duties which include, but are not limited to: assessing requests for goods and services; negotiating contractual terms which maximize costs; procuring supplies, equipment, services, and furnishings from government and non-government contracts, competitive bids, or existing government contracts; preparing purchase orders for goods and services; maintaining lists of vendors and sources for goods and services; and maintaining accurate electronic and paper records.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 25 \$ 42,699 - \$ 69,403	
OPENING DATE	
DECEMBER 11, 2014	
CLOSING DATE	
DECEMBER 22, 2014	
ANNOUNCEMENT	
14-22	

QUALIFICATIONS

To qualify for the position of Property Administrator, an applicant must possess one (1) year of specialized work experience equivalent to work at the CL 24 level. Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involved the routine use of automated software and keyboarding for word processing, spreadsheets or databases. The ideal candidate must demonstrate the ability to communicate effectively (orally and in writing) with individuals and groups within and outside the Court to provide information regarding the procurement and delivery of supplies and materials. Demonstrated ability to provide customer service and resolve difficulties while complying with established rules, regulations, and procedures. Consistently demonstrate sound judgment and maintain ethical standards. Experience in using Microsoft Office and database applications is essential.

EDUCATION

Completion of a Bachelor's Degree in business, accounting, public administration, or related field is highly desirable. Education in an accredited college or university institution may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The United States Bankruptcy Court offers a generous benefits package to temporary employees which may include:

- 10 Paid Holidays
- Paid Sick Leave
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Life Insurance Options
- Eligible for Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options
- Credit Union Participation

INFORMATION FOR APPLICANTS

Applications should be submitted to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, by calling the 24 hour job information line at (213) 894-3129, or by visiting our website at www.cacb.uscourts.gov. Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129